
Opening A New Adversary Case

This document describes the process of opening a new adversary case in CM/ECF. It is assumed the user has an assigned user name and password. Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff, defendant, and basic statistical data. The adversary complaint is incorporated into this process and will not need to be docketed separately.

Assistance with common technical matters is available on the Courts website at <http://www.ilsb.uscourts.gov/cmecffags.shtm> or by calling the helpdesk at (618) 482-9075. Forms are available on the Court's website: <http://www.ilsb.uscourts.gov/procforms.shtm>

STEP 1 Login To CM/ECF

- Use Internet Explorer 5.5 or greater to access one of the following CM/ECF links:
 - **Train** CM/ECF: <http://ecf-train.ilsb.uscourts.gov>
 - **Live** CM/ECF: <http://ecf.ilsb.uscourts.gov>
- Click the “Southern District of Illinois – Document Filing System...” hyperlink. (See Figure A.)
- Enter your assigned login and password. The “client code” is not necessary for filing documents. Click Login. (See Figure B.)



Figure A

Authentication

Login:

Password:

client code:

Figure B

STEP 2 CM/ECF Main Interface

- Once logged in, the important announcements page displays. Click Adversary. Note the Adversary main interface is divided into two sections: (1) Main Menu (2) Events. (See Figure C.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Adversary Events

[Answers...](#)

[Complaint & Summons](#)

[Motions](#)

[Notices](#)

[Open an AP Case](#)

[Other](#)

Events (points to Motions)

Menu (points to Logout)

Figure C

STEP 3 Case Data Screen

- Click Open an AP Case on the Adversary Events screen. The Open New Adversary Case screen displays. (See Figure D.)
- Complaint:** The complaint field signifies the lead event for the proceeding. Always select 'y' for yes.
- Verify the accuracy of the selected options. Click Next.

Open Adversary/MP Case

Case type ap

Date filed 7/14/2006

Complaint y

Next Clear

Figure D

STEP 4 Lead Bankruptcy Case Number Screen

- Enter the correct lead bankruptcy case number in the following format: yy-nnnnn (including the hyphen). (See Figure E.)

NOTE: If the lead case number is invalid or if the lead case does not exist in CM/ECF, an error message will display: “YY-NNNNN is not a valid case. Please enter a valid value.” **It is imperative that the correct lead bankruptcy case is entered.**

- **Association type:** Select the correct type of association – the default is Obj to Discharge.
- Click Next.

Open Adversary/MP Case

Lead case number 05-30026

Association type Obj to Dischargeability of Debt

Next Clear

Figure E

STEP 5 Divisional Office Assignment Screen

- The Divisional Office Assignment screen confirms the assignment of the divisional office.
- The assignment is based on the lead bankruptcy case number specified in STEP 4. (See Figure F.)
- Click Next.

Open Adversary/MP Case

Case is assigned to **East St Louis** Division, Judge **Meyers** based on the lead Bankruptcy case 05-30026.

Figure F

STEP 6 Plaintiff Search Screen

- The Plaintiff Search screen is used to add plaintiffs to the case.

Search Hints:

- Search by: Social Security number, tax identification number, last name or business name.
- If a search yields numerous results, enter a first name and/or middle name to limit search results.
- The business name should be entered in the Last/Business name field.
- Enter one search term at a time.
- Try alternate search terms if the first search is unsuccessful.
- Include hyphens in Social Security numbers and tax identification numbers (xxx-xx-xxxx / xx-xxxxxxx).
- Partial names can be used – wild cards may be used before or within search terms (*mith) (Sm?th).

NOTE: It is important to search CM/ECF for an existing party before adding a new party.

- Enter any of the search terms listed above. Click Search.
- **Parties found:** Click each of the names to display the party's address information for verification. (See Figure G.) Once the correct party has been located, highlight the party in the list and click Select name from the list.
- **No Parties found:** If the party is not found in CM/ECF, a No person found message will display. (See Figure H.) Perform another party search using an alternative search term. For example, if using the last name did not generate any results, search using the social security number. If the party is not found in CM/ECF, click Create New Party.

Search for a plaintiff

SSN Tax Id

Last/Business name

First Name

Middle Name

Party search results

- Smith, Barney O.
- Smith, Beau T.
- Smith, Ben**
- Smith, Ben
- Smith, Bobby Gene
- Smith, Brad

https://ecf-test.il...

Ben Smith
100 Somewhere Street
Anywhere, IL 62223
County: St Clair

Internet

Figure G

Search for a plaintiff

SSN Tax Id

Last/Business name

First Name

Middle Name

Party search results

No person found.

Figure H

STEP 7 Plaintiff Information Screen

- Enter/edit the following information on the Plaintiff Information screen:
(See Figure I.)
 - **Last name (Business), First name, Middle name, and Generation (if applicable):** Do not use punctuation when abbreviating the middle name or generation. Punctuation should not be included except as specifically outlined in the [Style Guide](#). The name fields are not available for editing if the party was selected from the party search results.
- Click the Alias... button if the party has an alias. Enter the applicable alias(es). Click Add aliases. The Plaintiff Information screen reappears.

NOTE: The Corporate parent... and Review... buttons are not being used at this time.

Plaintiff Information			
Last name	<input type="text" value="Plaintiff"/>	First name	<input type="text" value="Jane"/>
Middle name	<input type="text" value="T"/>	Generation	<input type="text"/>
		Title	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Party text	<input type="text"/>		
Attorney...		Alias...	Corporate parent...
Submit		Cancel	Clear

Add all attorneys, aliases and corporate parents before clicking the Submit button.

Figure I

STEP 8 Attorney Search Screen

- The attorney must be added as representing the plaintiff in the adversary case. Click the Attorney... button.
- The Attorney Search screen is used to retrieve attorney information from CM/ECF.
- **Last name:** Enter the attorney's last name.

Search Hint:

- Partial names can be used – wild cards may be used before or within search terms (*mith) (Sm?th).
- Click Search.
- Click each of the names to display the attorney's address information for verification. Once the correct attorney has been located, highlight the attorney in the list and click Select name from the list. (See Figure J.)

Search for an attorney

Bar Id

Last name

Attorney search results

Attorney, Joe P

Joe P Attorney
Bar Id:
Phone: (618) 555-5555
Law Office of Joe P Attorney
12 Office Park
Anywhere, IL 62201

Figure J

STEP 9 Attorney Information Screen

- The Attorney Information screen presents detailed address and contact information for a specified attorney. (See Figure K.)
- Review the information thoroughly. If the attorney's address or contact information is outdated or inaccurate, please do not proceed. Contact the helpdesk at (618) 482-9075 for information about updating the attorney's address or contact information.

NOTE: Do not change the default value of yes for Lead attorney.

- Click Add attorney.
- The Plaintiff Information screen will display. Click Submit. (See Figure L.)
- The Plaintiff Search screen will display again.

Attorney Information (Party Plaintiff, Jane T)

Joe P Attorney Bar Id:Unknown Bar Status:Unknown

Office Address 1

Address 2 Address 3

City State

Zip Country

Phone Fax

E-mail Lead attorney

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

Figure K

Add all attorneys and aliases before clicking the Submit button.

Figure L

STEP 10 Add An Additional Plaintiff

- At this point, the plaintiff and the plaintiff's attorney have been added to the adversary case.
- If there is an additional plaintiff, perform STEPS 6 – 9 again. Click Submit.
- The Plaintiff Search screen will display again.
- Perform this process until all plaintiffs have been added.
- Click End plaintiff selection once the final plaintiff has been added to the adversary case.

STEP 11 Defendant Search Screen

- The Defendant Search screen is used to add defendants to the case.

Search Hints:

- Search by: Social Security number, tax identification number, last name or business name.
- If a search yields numerous results, enter a first name and/or middle name to limit search results.
- The business name should be entered in the Last/Business name field.
- Enter one search term at a time.

- Try alternate search terms if the first search is unsuccessful.
- Include hyphens in Social Security numbers and tax identification numbers (xxx-xx-xxxx / xx-xxxxxxx).
- Partial names can be used – wild cards may be used before or within search terms (*mith) (Sm?th).

NOTE: It is important to search CM/ECF for an existing party before adding a new party.

- Enter any of the search terms listed above. Click Search.
- **Parties found:** Click each of the names to display the party's address information for verification. (See Figure M.) Once the correct party has been located, highlight the party in the list and click Select name from the list.
- **No Parties found:** If the party is not found in CM/ECF, a No person found message will display. (See Figure N.) Perform another party search using an alternative search term. For example, if using the last name did not generate any results, search using the social security number. If the party is not found in CM/ECF, click Create New Party.

The screenshot displays a web-based search interface for a defendant. At the top, the title is "Search for a defendant". Below this, there are input fields for "SSN", "Tax Id", "Last/Business name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons. Below the search fields is a section titled "Party search results" containing a list of names: "Jones, Rosco C.", "Jones, Sally", "Jones, Sally K" (which is highlighted), "Jones, Susan J.", "Jones, Sylvester", and "Jones, Tammy Kay". At the bottom of the search section are two buttons: "Select name from list" and "Create new party". To the right of the search results, a small window titled "https://ecf-test..." displays the details for the selected party, Sally K Jones: "Sally K Jones", "SSN: xxx-xx-9999", "123 Anywher Dr", "Anywhere, IL 62201", and "County: St Clair".

Figure M

Search for a defendant

SSN Tax Id

Last/Business name

First Name

Middle Name

Party search results

No person found.

Figure N

STEP 12 Defendant Information Screen

- Enter/edit the following information on the Defendant Information screen:
(See Figure O.)
 - **Last name (Business), First name, Middle name, and Generation (if applicable):** Do not use punctuation when abbreviating the middle name or generation. Punctuation should not be included except as specifically outlined in the [Style Guide](#). The name fields are not available for editing if the party was selected from the party search results.
 - Click the Alias... button if the party has an alias. Enter the applicable alias(es). Click Add aliases. The Defendant Information screen reappears.
- NOTE:* Do not add an attorney for a defendant. The Corporate parent... and Review... buttons are not being used at this time.
- Click Submit.

Defendant Information			
Last name	<input type="text" value="Defendant"/>	First name	<input type="text" value="Jim"/>
Middle name	<input type="text" value="B"/>	Generation	<input type="text"/>
	Title	<input type="text"/>	
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
	Zip	<input type="text"/>	
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Party text	<input type="text"/>		
Attorney...	Alias...	Corporate parent...	Review...
Add all attorneys, aliases and corporate parents before clicking the Submit button.			
Submit	Cancel	Clear	

Figure O

STEP 13 Add An Additional Defendant

- If there is an additional defendant, perform STEPS 11 – 12 again.
- The Defendant Search screen will display again.
- Perform this process until all defendants have been added.
- Click End defendant selection once the final defendant has been added to the adversary case.

STEP 14 Statistical Data Screen

- Make the following selections on the Statistical Data screen: (See Figure P.)
 - **Party code:** Unless the United States is a plaintiff or defendant in the adversary case, select the default: 3 U.S. not a Party.
 - **Primary Nature of suit:** Select the appropriate primary nature of suit of the adversary complaint – the default is 435 (Validity/Priority/Extent Lien).
 - **Secondary Nature of suit:** Select the appropriate secondary nature of suit of the adversary complaint, if applicable.

NOTE: If there are multiple secondary suits in the adversary complaint, use the [Ctrl] + left mouse click combination to select multiple suits.

- **Jury demand:** If a trial by jury is requested, select the party requesting the jury trial – the default is None.
- **Demand (\$000):** Enter a dollar demand if appropriate.

NOTE: Enter the amount in thousands to the nearest thousand. For example, if the dollar demand is \$4550, \$5,000, or \$5499, enter '5' for \$5,000.

- Verify the accuracy of the statistical data. Click Next.

Open Adversary/MP Case

Party code: 3 U.S. not a Party

Rule 23 (class action): n

Jury demand: None

Demand (\$000):

Primary nature of suit: 435 (Validity/Priority/Extent Lien)

Secondary nature[s] of suit: None, 424 (Obj/Revocation Discharge 727), 426 (Dischargeability 523), 434 (Injunctive Relief), 454 (Recover Money/Property), 455 (Revoke Plan Confirmation)

Next Clear

Figure P

STEP 15 Plaintiff Question Screen

- Enter 'y' (yes) if the plaintiff is a Chapter (7, 12, 13) debtor, Trustee, or the United States Government. The default is 'n' (no). (See Figure Q.)
- Click Next.

Open Adversary/MP Case

Is plaintiff Chapter 7,12 or 13 debtor, Trustee, or U.S. Government? n

Next Clear

Figure Q

STEP 16 PDF Upload Screen

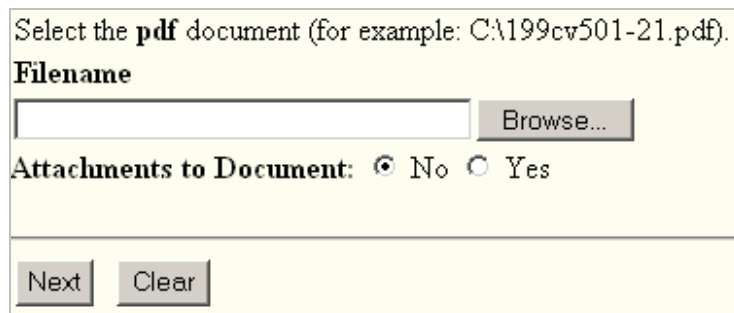
- The PDF Upload screen is used to transfer an Adobe Acrobat PDF version of the adversary complaint to the Bankruptcy Court. This PDF document will be associated with the adversary filing. (See Figure R.)
- Click Browse.
- Change “Files of type:” to All Files (*.*). (See Figure S.)
- Change “Look in:” to the directory on your computer containing the PDF version of the complaint.

NOTE: It is important to verify the correct complaint is selected.

- Right-click the filename of the adversary complaint. Click Open. Verify the selected complaint is the correct complaint. Close Acrobat.
- Click Open.
- Do not change the Attachments to Document radio button. Click Next. (See Figure T.)

NOTE: Use of the attachment button is prohibited.

- Click Next.



Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Figure R

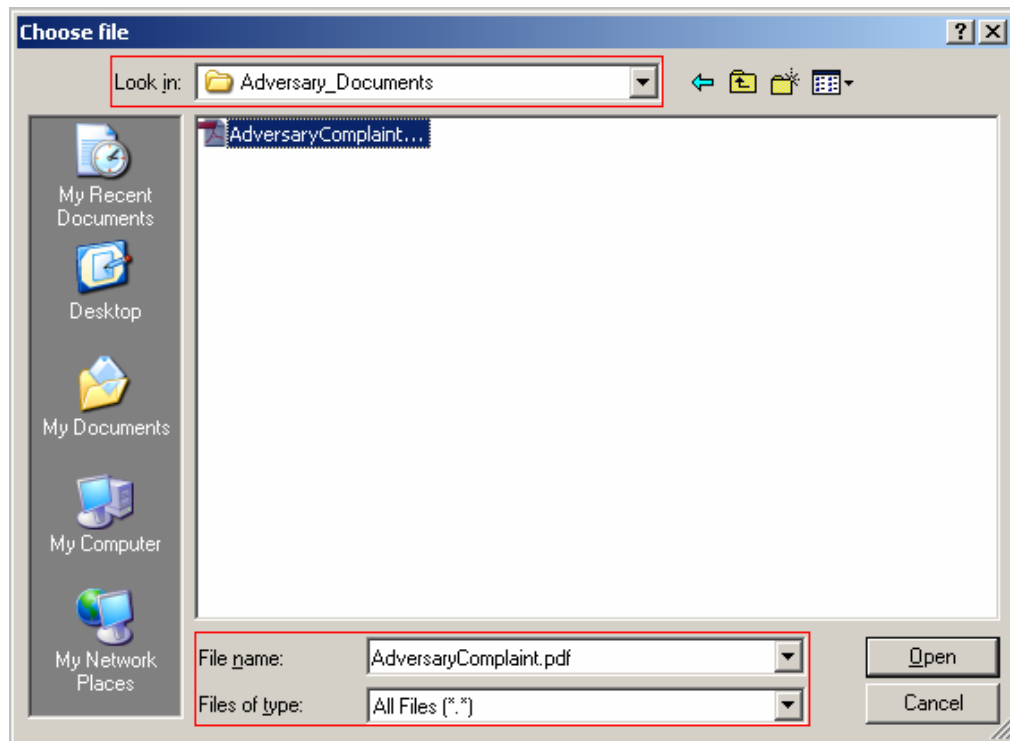


Figure S

Attachments to Document: ☒ No ☐ Yes

Figure T

STEP 17 Fee Confirmation Screen

- Note the fee amount. If 'n' for no was entered in STEP 15, the fee amount will display. If 'y' for yes was entered in STEP 15, the fee amount will not display. If the fee amount is not displayed correctly, use the Browser back button and verify the character entered during STEP 15. (See Figure U.)
- Click Next.

Open Adversary/MP Case

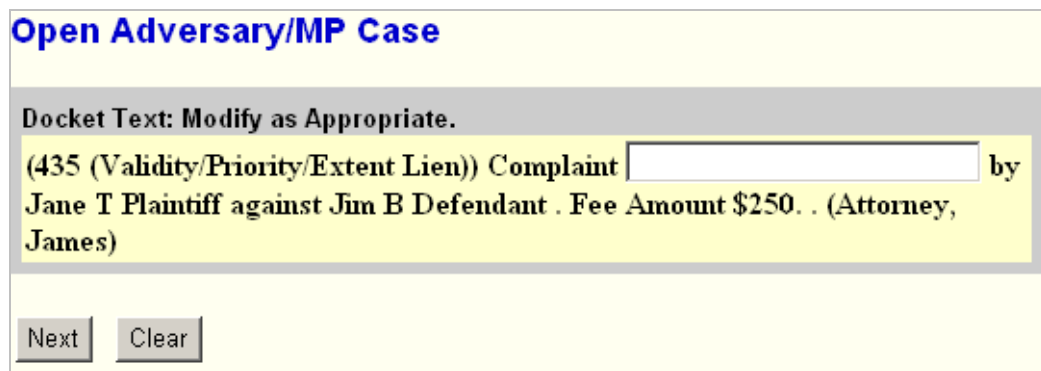
Fee: \$250

Next
Clear

Figure U

STEP 18 Modify Docket Text Screen

- The Modify Docket Text screen is used to modify the docket text associated with the complaint. Modify the docket text when necessary. (See Figure V.)
- Click Next.



Open Adversary/MP Case

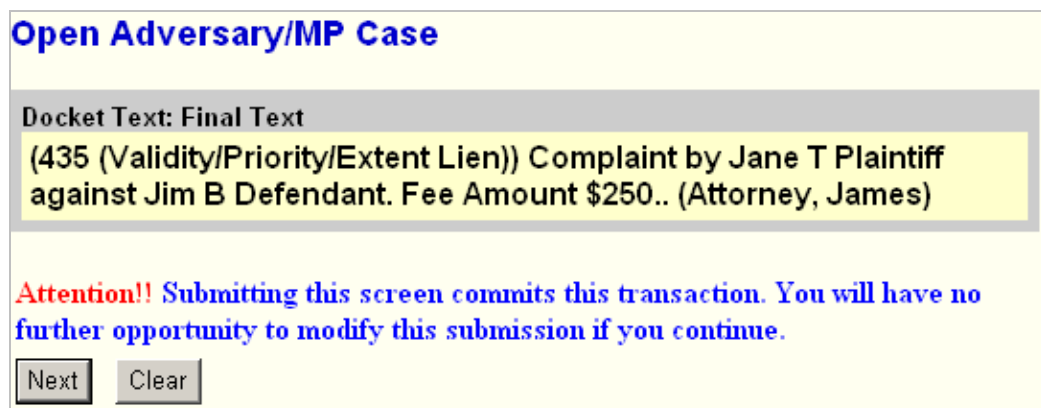
Docket Text: Modify as Appropriate.

(435 (Validity/Priority/Extent Lien)) Complaint by
Jane T Plaintiff against Jim B Defendant . Fee Amount \$250. . (Attorney,
James)

Figure V

STEP 19 Final Submission Screen

- The Final Submission screen represents the last opportunity to make changes before the case is officially filed. (See Figure W.)
- Review this screen carefully. If the docket text is incorrect, click the browser Back button one or more times to find the screen to be modified, make the correction, and continue through the event. To abort the entire transaction, click Adversary on the main menu.
- Click Next.



Open Adversary/MP Case

Docket Text: Final Text

(435 (Validity/Priority/Extent Lien)) Complaint by Jane T Plaintiff
against Jim B Defendant. Fee Amount \$250.. (Attorney, James)

**Attention!! Submitting this screen commits this transaction. You will have no
further opportunity to modify this submission if you continue.**

Figure W

STEP 20 Notice of Electronic Filing Screen

- The Notice of Electronic Filing screen is verification that the filing has been sent electronically to CM/ECF. It certifies that the adversary complaint is now an official court document. This screen may be printed if desired. (See Figure X.)
- Note the case number. The case number may be clicked to access (via PACER) the docket sheet.
- Note the document number. The document number may be clicked to access (via PACER) the PDF version of the complaint.
- Note the Electronic Summons section. Summon Issued must be clicked and the summons must be printed. (See Figure Y.) View the section titled Electronic Summons in an Adversary Proceeding.

Open Adversary/MP Case

U.S. Bankruptcy Court

Southern District of Illinois

Notice of Electronic Filing

The following transaction was received from Attorney, James entered on 7/18/2006 at 2:27 PM CDT and filed on 7/18/2006

Case Name: Plaintiff v. Defendant

Case Number: [06-03011](#)

Document Number: [1](#)

Docket Text:

(435 (Validity/Priority/Extent Lien)) Complaint by Jane T Plaintiff against Jim B Defendant. Fee Amount \$250.. (Attorney, James)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: M:\pdfdocs\atytraining\samples\complaint.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=997368747 [Date=7/18/2006] [FileNumber=42336-0] [4bdab22b107a1dabb325ae15e4853a1ea591b53f8c19e63be785eab6f91a11223ea4790386994857b8e2ba11dfc681f2f27f33a3610b88fbb045066ace8b79ea]]

06-03011 Notice will be electronically mailed to:

Figure X

U.S. Bankruptcy Court
Southern District of Illinois

Notice of Electronic Filing

The following transaction was received from Attorney, James entered on 7/18/2006 at 2:27 PM CDT and filed on 7/18/2006

Case Name: Plaintiff v. Defendant
Case Number: [06-03011](#)
Document Number: 2

Docket Text:
Summons Issued on Jim B Defendant Answer Due 08/17/2006 [Summon Issued](#) (Attorney, James)

The following document(s) are associated with this transaction:

06-03011 Notice will be electronically mailed to:

06-03011 Notice will not be electronically mailed to:

Jim B Defendant
,

Jane T Plaintiff
,

Figure Y

STEP 21 Filing Fee Payment Screen

- View the section titled Paying Filing Fees Online for more information and to view a demonstration of the fee payment process.